

DDSN Regions & Board Accident Procedures

In the event that any employee of a DDSN Regional Center or DSN county board is involved in an accident involving a state vehicle, the following steps should be followed so that proper regulated guidelines are met.

When an accident is reported and sent in to South Carolina State Fleet Management it is then scheduled for review by the State Fleet Management Vehicle Accident Review Board. After the board reviews the accident using the employee statement and any eye witness and or police report provided, the State Fleet Management Vehicle Accident review Board then determines fault and corrective action that should be taken. The Board then sends out a Vehicle Accident Review Board Determination and letter informing the transportation administrator of their findings.

1. The letter is reviewed and the vehicle tag number is looked up in SCESIS.
2. Once the vehicle and the Region/DSN board it is leased to are known, a letter is drafted reminding the Director of said Region/DSN board of the accident.
3. The letter from Central Office will be e-mailed to the Director and the letter and memorandum from State Fleet will be faxed to that Director's Office.
4. The letters from Central office will detail the deadline for when the Vehicle Accident Review Board Determination memorandum should be returned to Central Office with comments and action taken appropriately filled out.

When all information is returned to Central Office in a timely fashion it is then reviewed by the Director-Procurement Services and then copied and forwarded to State Fleet Management with attention to Jimmy Lever.